



**OFFICE OF THE CHIEF PROCUREMENT OFFICER  
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018  
CHICAGO, ILLINOIS 60602-1375  
(312) 603-5370

THIS PURCHASE ORDER NUMBER  
MUST APPEAR ON ALL PACKAGES,  
INVOICES, SHIPPING PAPERS AND  
DROP SHIPMENTS.

PURCHASE ORDERED ISSUED TO  
844022

RUNCO OFFICE SUPPLY & EQUIPMENT CO  
1655 ELMHURST  
ELK GROVE VILLAGE IL 60007

DATE  
9/6/2013  
F.O.B. POINT

PURCHASE ORDER NO.  
**186228 - 000- OP**  
REQUISITION NO.  
00109774 07

COOK COUNTY FEIN: 36-6006541  
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04  
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

**SHIP TO** Clerk of the Circuit Court -Criminal Di  
Criminal Court Building  
2650 S California Ave Rm 526  
Chicago IL 60608-5146

**DELIVERY INSTRUCTIONS**

DANNA E. HALL 69 W.  
WASHINGTON, 25TH FLOOR

DEPT NO

71700335 Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	OFFICE FURNITURE Double Pedestal Desk HON-38155QQ Size: 60 x 30 Color: Light Grey Capital I.D. #4868	10.00 EA	560.0000	5,600.00	71700335.560511.8300
2.00	SHIPPING Must be inside delivery. Vendor must assemble and remove debris Delivery time: 8:30 a.m. - 3:00 p.m. Vendor must contact Danna Hall@ 312.603.7265 Deliver to: DOROTHY BROWN Clerk of the Circuit Court of Cook County Criminal Bureau 2650 S. California, Rm. 526 Chicago, IL 60608 Attn: Doree McGregor-Wisz Requisition # 3/3350027	10.00 EA	.0000		71700335.560511.8300
		***** Total Order *****		5,600.00	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

**RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)**

I hereby certify that I have received the goods/services reflected above and that the  
items referenced are in full conformity with the purchase order/contract.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that this purchase is in agreement with the requisition  
on file authorizing the expenditure and is properly approved.

CHIEF PROCUREMENT OFFICER

Date: \_\_\_\_\_

*John G. M. 6 Sept 2013*  
*ELI*